



## REIMBURSEMENT FORM

Today's Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Campus Telephone Number/Mail Code: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Virginia Tech ID#: \_\_\_\_\_

Virginia Tech PID: \_\_\_\_\_

Brief Description of Circumstance:

"I hereby certify that the expenses listed below were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become the property of Virginia Tech."

Signature \_\_\_\_\_

### OFFICIAL USE BY FLEET SERVICES

Reservation # \_\_\_\_\_

Vehicle # \_\_\_\_\_

License # \_\_\_\_\_

Odometer \_\_\_\_\_

Dollar amount \_\_\_\_\_

Reservation Charged and Mark  
Comments "Reimbursement  
Operations (Fuel) Posted.

Date \_\_\_\_\_

Initials \_\_\_\_\_

**\*\*ALL ORIGINAL RECEIPTS MUST BE PROVIDED.\*\***